



CITY OF REDMOND
ADDENDUM TO SUBMITTAL
REQUIREMENTS

January 8, 2003

***** Important *****

Please be aware that as of February 1st, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:

Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4

Tuesday: 8:30-10 and 10 to 11:30

Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
 - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
 - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
BINDING SITE PLAN

Project _____

Date _____

Please note that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**.

Applications delivered by courier or by mail **will not be accepted**.

I. APPLICABILITY

Binding Site Plans shall be allowed pursuant to RCW 58.17.035.

II. PROFESSIONAL PREPARATION

All Binding Site Plans shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the binding site plan materials.

The applicant shall check each item below to confirm the item is included in the application. A Binding Site Plan application packet shall include the following:

III. GENERAL

- ____A. Completed General Application form
- ____B. Application fees
- ____C. Two (2) copies of title report or plat certificates obtained no more than 90 days previous to application date.
- ____D. Two (2) copies of topography map showing contours at 2-foot intervals.
- ____E. Three (3) sets of self adhesive mailing labels containing the names and addresses of all adjoining property owners (including those across any abutting streets) keyed to a copy of the assessor map identifying all properties receiving notification. (available at King County Assessor's Office).
- ____F. Explanation of any modification sought from code standards.

- ____G. Two (2) copies of draft of covenants, conditions, and restrictions or any other restrictions that may apply and private easements where applicable if not expressly created within CC&R's:
1. Utility easements/maintenance
 2. Common access
 3. Joint parking
 4. Provisions for maintaining:
 - a) common areas/open space
 - b) landscaping
 - c) drainage facilities
 - d) driveways/roadways
- ____H. Computation sheets for precision and areas of all streets, lots, tracts, and the binding site plan boundary. Include a summation sheet for areas. The total of area of streets, lots and tracts must equal boundary.
- ____I. Existing and proposed utilities.
- ____J. Vicinity map.
- ____K. Nine (9) copies of a City of Redmond SEPA Checklist is required with a complete response to all questions.

IV. FORMAT

Ten (10) paper copies of the mylar are required for preliminary review. Please do not submit mylar(s). All copies are to be folded prior to submittal.

Mylars shall include:

- ____A. Mylar sheet size of 18 x 24 inches with 2-inch margin at top.
- ____B. Name, City file number, proposed development name, section, township, range, City, County and State.
- ____C. Name and address of the developer, owner, builder, surveyor, engineer, architect, planner or other professionals involved.
- ____D. Legal description of the subject property (must agree with plat certificate or title report).
- ____E. Declaration by owners and those with vested interest in subject property.
- ____F. Plat covenants as they may apply.

- ____G. Restrictions as they may apply (reference any prior site plan review approval).
- ____H. Approvals and certificates for the:
1. City Engineer (provide space for engineer's seal)
 2. City of Redmond Technical Committee:
 3. City of Redmond, Office of Finance, Director
 4. King County Office of Assessments, County Assessor
 5. King County Office of Assessments, Deputy Assessor
- ____I. Recording Certificate
- ____J. Acknowledgments
- ____K. Modifications/revisions
- ____L. Notation of Zoning
- ____M. Total area: square feet/acres
- ____N. Parking spaces
- ____O. Building uses
- ____P. Location of existing and proposed easements
- ____Q. Location and size of any water courses, boundaries, or area, subject to inundation or storm water overflows and marshes
- ____R. Contain all other information as described by RCW 58.09.060 as revised.
- ____S. The title block in the lower right corner to include:
1. The name of the development
 2. The section, township, range, and tax lot numbers
 3. City, county and state
 4. City of Redmond file number
- ____T. Notation of north point:
1. North arrow
 2. Basis of bearing (recorded survey)
 3. Washington North Lambert grid

- ____U. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distances, and curve data. The curve data must include:
1. Radius, central angle, arc length and tangents
 2. Radial bearings for all:
 - a. Points of compounds curves B. reverse curves
 - b. The beginnings and/or ending of all non-tangent curves
- ____V. Delineation of:
1. Easements to be dedicated or reserved for public use
 2. Areas and facilities for the common use of residents with a notation for use
 3. Existing easements
- ____W. Location of all monuments found, set, and to be set. All corners must be monumented.
- ____X. Legal description of the subject property
- ____Y. Dedication of right-of-way or declaration by the property owner together with a provision for his/her signature and the acknowledgment of a notary public.
- ____Z. Description of easement provisions.
- ____AA. Storm Drainage Covenant
- ____BB. Certification of the land surveyor that the binding site plan regulations have been complied with, that a proper survey was made, that the monuments will be set, and that lot and block corners will be correctly staked, together with provisions for his signature and seal.
- ____CC. Certification by the King County Finance Director and the City of Redmond Finance Department that no delinquent special assessments or property taxes exist within their respective jurisdictions together with provision of their signature.
- ____DD. Certification of approval by:
- The King County Assessor and deputy assessor as indicated by their signature
 - The City of Redmond Engineer as indicated by his seal and signature
 - The City of Redmond, Technical Committee, Director of Public Works, and Director of Planning and Community Development indicated by their signature
 - The City of Redmond, Office of Finance

____EE. Recording certificate

- With and indication of the time and date of recording
- The volume and page of the county records in which recorded
- Provisions for the signature of the King County Auditor.

____FF. Signature of all vested owners (notarized)

Applicant or Representative

Date

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

Covenants:

All lots within this Binding Site Plan are subject to the covenants recorded the _____ day of _____, 20____ under recording number records of King County, Washington.

Modifications/Revisions:

It is expected that modifications and revisions to this Binding Site Plan and it's approved design plans, conditions of approval, and documents may be necessary and normal during the course of it's development. The City of Redmond Technical Committee, which is composed of the Planning Director and the Public Works Director, shall review and take such action as they shall reasonably determine is consistent with applicable city policies and ordinances with respect to any proposed modification of deviation from the approved Binding Site Plan and/or and documents attached thereto. The burden of proof to demonstrate why a modification or deviation is needed shall be placed on the applicant. At the discretion of the Technical Committee, proposed changes may be referred to the City of Redmond Design Review Board for this review. At the discretion of the Technical Committee, the applicant may be required to record a revised and approved plan or document. There shall be no modification to the lot geometry to this Binding Site Plan except provided in this section.

Land Surveyor's Certification

I hereby certify that the perimeter boundary of this Binding Site Plan as represented hereon is true and correct and is based on an actual survey and subdivision of section _____ township _____ north, range __ east: W.M. that the courses and distances are shown correctly hereon; and that the perimeter boundary and interior lot corners will be staked correctly on the ground. Professional land surveyor, certificate number _____ .

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me personally known (or proved on the basis of satisfactory evidence) to be partner of _____, the partnership that he executed the within foregoing instrument, and acknowledged said instrument to be his/her free and voluntary act and deed, as partner therein mentioned.

Witness my hand and seal hereto affixed the day and year this certificate above written.

Notary Public in and for the State of
Washington, residing in _____
my commission expires: _____

PLATTING REQUIREMENTS REVISED 12/98

Approval

Examined and approved this _ day of _____, 20__

Engineer, City of Redmond

I hereby certify that this Binding Site Plan is duly approved by the City of Redmond Technical Review Committee.

Director of Public Works

Director of Planning and
Community Development

Office of Finance Certificate

I hereby certify that there are no delinquent special assessments, and all special assessments on any of the property herein contained, dedicated as streets or for other public use, are paid to date this

_____ day of _____, 20__.

Director of Finance, City of Redmond

Assessor's Certificate

Examined and approved this _____ day of _____, 20__, Department of Assessments

King County Assessor

Deputy King County Assessor

Recording Certificate

Filed for record at the request of the City of Redmond this _____ day of _____, 20__ at _____ minutes past _____ and recorded in volume _____ of binding sites, pages _____ records of King County, Washington.

Manager

Superintendent of Records

PLATTING REQUIREMENTS

Dedication:

Know all persons by these presents that we, the undersigned, owners of interest of the lands subdivided, hereby declare this plat to be the graphic representation of the subdivision made hereby, do hereby dedicate to the City of Redmond Washington for use by the public forever, all roads and streets shown hereon, and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, with the right to make all necessary slopes for cuts and fills in the original reasonable grading of said roads and streets, and the right to continue to drain such roads and streets over and across any lot or lots, where water may take a natural course.

In witness whereof, we set our hands and seals.

(Name of Dicator)

Declaration

Known all men by these presents that we, the understand owners of interest in the land herein described do hereby make a Binding Site Plan pursuant to chapter 58.17 R.C.W. and declare this Binding Site Plan to be a graphic representation of same, and that said Binding Site Plan is made with the free consent and in accordance with the desire of the owners.

In witness whereof, we set our hands and seals.

(Name of Declarer)

Acknowledgments

State of Washington)

)SS.

County of _____)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me personally known (or proved on the basis of satisfactory evidence) to be partner of _____, the partnership that he executed the within foregoing instrument, and acknowledged said instrument to be his/her free and voluntary act and deed, as partner therein mentioned.

Witness my hand and seal hereto affixed the day and year this certificate above written.

Notary Public in and for the State of
Washington, residing in _____
my commission expires: _____